MURRIETA VALLEY CEMETERY DISTRICT

Laurel Cemetery/District Office Phone: 951.677.4223

42800 Ivy Street Fax: 951.677.5559

Murrieta, CA 92562 [www.murrietacemetery.org/](http://www.murrietacemetery.org/)

**MINUTES**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

March 28, 2023 at 2:00pm District Office—42800 Ivy Street

* **Call to Order**

Chair McConnell called meeting to order at 2:00 pm

* **Pledge of Allegiance**

Completed

* **Roll Call**

Chair McConnell, Trustee Penko, Trustee Wolter, Trustee Seymour, Trustee Klein, District Interim Manager Meredith, Board Admin Assistant Ross

All present

* **Approval of Agenda**

A motion to approve the Agenda was made by Trustee Seymour, seconded by Trustee Wolter. Motion carried 5/0.

* **Public Comments**

None

* **Consent Calendar**
* Approve Disbursements
* Accept Minutes
* Receive and File Financial Statements

A motion to approve the Consent Calendar was made by Trustee Klein, seconded by Trustee Seymour. Motion carried 5/0.

* **Action Items**

1. Bank: Move from Wells Fargo to Pacific Western Bank.

Recommendation: To discuss advantages/disadvantages and approve

A motion was made to move forward, with three signers, was made by Chair McConnell, seconded by Trustee Seymour. Motion carried 4/0/1.

1. Land Acquisition Account

Recommendation: To discuss/vote amount and frequency of moving funds to the account

A motion was made to move $5,000.00 a month into this account, with it open to change, was made by Trustee Wolter, seconded by Chair McConnell. Motion carried 5/0.

1. Employee COLA increase: Do we give one? Amount? Effective date?

Recommendation: To discuss/vote

Recommendation was made for the manager to check with the County and City as to their policies for when they do COLA raises. Manager to bring back information next month was made by Chair McConnell, seconded by Trustee Klein. Motion carried 5/0.

**General Manager’s Reports**

* **General Manager’s Administrative/Operations Report**
  + Very heavy burial schedule
  + Insurance on chain link fence and GSRMA discounts
  + Essential documents that need to be created
  + Equipment Maintenance Software
* **Discussions**
  + Employee compensation policy
  + Continued: How many plots per family?

**Administrative Assistant Reports**

Let the Board know of leaves and of Neil’s possible last day.

* **General Counsel Reports**

None

* **Trustee Reports**

Discussed reapplying for the Board

* **Future Trustee Agenda Items**

None

* **Closed Session**

None

* **Announcements**

None

* **Next Meeting Date:**

The next Regular Board meeting will beApril 25, 2023 at 2:00pm

* **Adjournment**

With nothing more to discuss, Chair McConnell adjourned the meeting at 3:22pm

Respectfully submitted,

Debra Ross

Administrative Assistant to the Board